**SOUTH KYME PARISH COUNCIL**

**Records Retention Policy**

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of South Kyme Parish Council (the “Council”). This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

· Scope

· Responsibilities

· Retention Schedule

Scope

This policy applies to all records created, received, or maintained by the Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained in hard copy or electronically. A small percentage of Council records may be selected for permanent preservation as part of their archives and for historical research.

Responsibilities

The Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practise and will promote compliance with this policy so that information will be retrieved easily, appropriately, and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council’s records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

|  |  |  |
| --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** |
| Minutes |  |  |
| **Minutes of Council meetings** | **Indefinite** | **Archive** |
| Employment |  |  |
| Staff employment contracts | 6 years after ceasing employment | Management |
| Staff payroll information | 3 years | Management |
| Staff references | 6 years after ceasing employment | Management |
| Application forms (interviewed – unsuccessful) | 6 months | Management |
| Application forms (interviewed – successful) | 6 years after ceasing employment | Management |
| Disciplinary files | 6 years after ceasing employment | Management |
| Staff appraisals | 6 years after ceasing employment | Management |
| **Time sheets** | **Last completed audit year**  **3 years** | **Audit (requirement)**  **Personal injury (best practise)** |
| **Wages books** | **12 years** | **Superannuation** |
| Finance |  |  |
| **Scales of fees and charges** | **6 years** | **Management** |
| **Receipt and payment accounts** | **Indefinite** | **Archive** |
| **Receipt books of all kinds** | **6 years** | **VAT** |
| **Bank statements** | **Last completed audit year** | **Audit** |
| **Bank paying-in books** | **Last completed audit year** | **Audit** |
| **Cheque book stubs** | **Last completed audit year** | **Audit** |
| **Quotations and Tenders** | **6 years** | **Limitation Act 1980 (as amended)** |
| **Paid invoices** | **6 years** | **VAT** |
| **Paid cheques** | **6 years** | **Limitation Act 1980** |
| **VAT records** | **20 years for VAT on rents otherwise 6 years** | **VAT** |
| **Petty cash, postage, and telephone books** | **6 years** | **Tax, VAT, Limitation Act 1980 (as amended)** |
| **Investments** | **Indefinite** | **Audit, Management** |
| **Members allowances register** | **6 years** | **Tax, Limitation Act 1980 (as amended)** |
| Payroll records | 3 years | HMRC |
| Insurance |  |  |
| **Insurance policies** | **While valid** | **Management** |
| **Certificates for Insurance against liability for employees** | **40 years from date on which insurance commenced or was renewed** | **Management** |
| Certificates for Public Liability | 6 years after policy end | Management |
| Insurance claim records | 6 years after policy end | Management |
| Health and Safety |  |  |
| Accident books | 3 years from date of last entry | Statutory |
| Risk assessment | 3 years | Management |
| General Management |  |  |
| Councillors contact details | Duration of membership | Management |
| Email messages | At end of useful life | Management |
| Consent forms | 5 years | Management |
| GDPR Security Compliance form | Duration of membership | Management |
| **Title deeds, leases, agreements, and contracts** | **Indefinite** | **Audit, Management** |
| **For halls, centres, and**  **recreation grounds:**   * **Application to hire** * **Letting diaries** * **Copies of bills to hires** * **Record of tickets issued** | **6 years** | **VAT** |
| **For allotments:**   * **Register and plans** | **Indefinite** | **Audit, Management** |
| **For burial grounds:**   * **Register of fees collected** * **Register of burials** * **Register of purchased graves** * **Register/plan of grave spaces** * **Register of memorials** * **Applications for internment** * **Applications for right to erect memorials** * **Disposal certificates** * **Copy certificates of grant of exclusive right of burial** | **Indefinite** | **Archives, Local Authorities Cemeteries Order 1977 (s.204)** |

***Items in bold are defined under LTN 55.***